



## CITY OF DESOTO ALCOHOL PERMIT APPLICATION PROCEDURES AND INFORMATION

In order to provide certification of your TABC paperwork, you must follow this process:

- Complete a City of DeSoto Alcoholic Beverage Permit Application along with \$30 fee.
  - A map of the proposed location will be provided by the Planning Department along with a spreadsheet, on which the applicant will note the businesses/schools/churches/hospitals surrounding the location.
  - Return this documentation to the Planning Department.
  - Once this information has been received, distance requirements will be verified.
- The City will notify applicant of the outcome of the distance requirement verification. If distance requirement is not met, the process ends.
- If application is for a Beer and Wine Sales Establishment (75% or more revenue is generated from beer/wine sales), a Specific Use Permit (SUP) is required. Submit SUP application along with all required paperwork and fees to the Planning Department. If SUP is denied, process ends.
- If distance requirement is met and SUP has been approved (if required), applicant will submit completed TABC pre-qualification paperwork for certification by the City Secretary. Paperwork must be certified by the Comptroller of Public Accounts. The City of DeSoto will not accept an application that does not meet this requirement. NO ORIGINAL TABC PRE-QUALIFICATION PAPERWORK WILL BE ACCEPTED PRIOR TO THIS STEP. A copy may be submitted for informational purposes.

Fees have been assessed at ½ the annual TABC fees, and are due annually for BQ licenses upon the renewal of any TABC permit or license; RM licenses are due annually after 36 months of initial licensing. The \$30 fee collected upon initial application will be applied to the City's TABC portion.

If you should have any questions, please feel free to contact:

Office of the City Secretary 972-230-9646 Planning Department 972-230-9622





## CITY OF DESOTO ALCOHOLIC BEVERAGE PERMIT APPLICATION

	THE LEGAL SALE OF MIXED BEVERAGES IN RESTAURANTS BY FOOD AND BEVERAGE CERTIFICATE HOLDERS ONLY.
	THE LEGAL SALE OF BEER AND WINE FOR OFF PREMISE CONSUMPTION.
	□ SALES OF BEER AND WINE WILL CONSTITUTE MORE THAN 75% OF LOCATION'S REVENUE. (SUP required – see Planning Department for requirements)
PLEASE	PRINT OR TYPE THE FOLLOWING:
APPLICA	ANT NAME:
NAME O	F ESTABLISHMENT:
LOCATIO	ON OF ESTABLISHMENT:
CONTAC	T NAME:
CONTAC	T TELEPHONE NUMBER:
CONTAC	T E-MAIL:
*****	*********************
store located were identified schools (100 p denoted above	y that I completed the Land Use Survey that denotes the uses that exist within 300 feet of the at Furthermore, I certify that the uses listed d in the field and correctly listed. I also certify that there are no churches, public or private blus students enrolled for a private school), or public hospitals within 300 feet of the address e. Finally, I certify that I received the requirements regarding how the distance should be each use listed above.
Name of perso	n who completed the Land Use Survey (please print)
Signature of pe	erson who completed the Land Use Survey

## **FOR CITY USE ONLY**

## **DEVELOPMENT SERVICES DEPARTMENT REVIEW**

<u>ls th</u>	e prope	erty properly zoned	for the	above	requested permit?			
	Yes			No				
Zoni	ing Des	ignation:						
DIST	<b>ΓANCE</b> Ι	REQUIREMENTS:						
	The r	The requested permit appears to be located within:						
	300 fe	eet of a Church eet of a Public Hosp eet of a Public Scho	oital		□No			
Doe	s the Ap	oplication Meet Per	mit Req	uireme	nts:			
		Yes			No			
Signed by:					Date:			
Commen	ts:							
		OFFICE	OF CIT	ΓY SE	CRETARY			
FEE COLLECTED:				DAT	E COLLECTED:			
DEPOS	IT: 101	-43150-000-000						
IF REQU	JIRED,	SUP#:			_			
DATE A	PPRO	VED:						